

Course Outline

Promap online training

This course aims to ensure you are able to use the system in the most cost effective way and will help you develop the necessary skills to fully utilise the system, achieving the maximum benefits in the shortest amount of time. This course is run as an online event and the content and duration of the course is designed by you.

This type of course only allows one delegate to be trained at a time.

We advise that each course lasts no longer than 2 hours. Approximately 3-4 topics can be covered in this time. We recommend that as you will be on the phone for the duration of the course, you either use a hands free mobile, a headset or book a meeting room to use a phone with a loud speaker function on it.

Please note: This course assumes you have a basic knowledge of computers and the internet.

Course Content (subject to requirement)

1. Locating and Displaying a Map

- Locating a map
- Site marker options
- Saving the map
- Navigating around the map
- Zooming
- Roaming
- Map and aerial layers
- Opening a previously saved map
- Licence management

2. Basic Customisation

- Use of autofill to obtain an area measurement
- Use of snap to point and shape to obtain an area measurement
- Use of snap to point and get length to obtain a length measurement
- Adding a text box
- Adding a symbol
- Use of the legend tool
- System hot keys

3. Advanced Customisation

- Use of shape tool to create a scale building on the map
- Creating a drawing library
- Saving a drawing library
- Opening and using a previously saved drawing library

4. Printing Your Map

- Print procedure
- Adding headers & footers
- Adding a company logo
- Download as an image
- Copying to clipboard

5. Exporting

- The export procedure
- Export frame options
- Export data categories
- Export data options
- Exporting modern aerial photos
- Exporting historic aerial photos
- Tracking exported data

6. Promap Products

- Report ordering overview
- Ordering Promap IQ reports
- Ordering historical maps
- Ordering an Enviroscreen report
- Ordering Sitecheck reports
- Ordering a Utilities report
- Ordering a Flood report

7. Birds Eye Imagery

- Viewing options
- Navigating around the image
- The print procedure

8. Account Administration

- Creating and modifying accounts
- Controlling access restrictions
- Viewing all user maps & expenditure

Courses covering advanced use of the Promap system are available on request from the training department using the contact details below.

Duration: Subject to delegate requirements (Maximum of 2 hours).

Price: £35.

All delegates will receive course pack and certificate.

Please contact the Promap Training Team on

0844 844 9965 or email training@promap.co.uk.

Continuing Professional Development (CPD):

This event may be applicable for CPD. Please note that it is the responsibility of each individual to keep a record of activities, which are appropriate for CPD. Individuals should consult their Institutions Regulations concerning the apportionment of CPD Hours.

